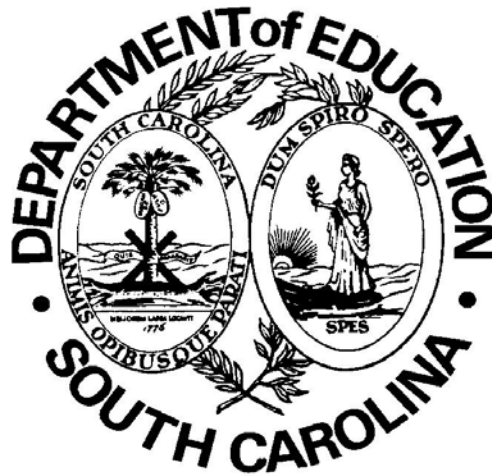


South Carolina Department of Education

Advanced Placement Teacher Institutes FY 2007

Request for Proposals (RFP)



Deadline for Receipt of Applications:
12:00 p.m. (Noon), November 20, 2006

Inez Moore Tenenbaum
State Superintendent of Education

Contact Information:

Marc L. Drews
Office of Curriculum and Standards
South Carolina Department of Education
1429 Senate Street, Room 603-C
Columbia, South Carolina 29201
803-734-5836 or mdrews@ed.sc.gov

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PART I: GENERAL INFORMATION

A. Introduction/Background

The purpose of the Advanced Placement (AP) institutes is to provide South Carolina public school teachers with the initial endorsement to teach an Advanced Placement® course as required in State Board Regulation 43-258. Successful completers of the AP institutes will be awarded three graduate hours credit.

Funding for the AP institutes is provided by appropriations from the South Carolina EIA program (Education Improvement Act of 1984, Division II, Subdivision A, Subpart 4, § 1). Funding of institutes that will be held after July 1, 2007, will depend upon the General Assembly's approval of funding for the Advanced Placement Program.

Proposals for Advanced Placement® (AP) graduate institutes are invited in subject areas as outlined by the College Board: The purpose of these institutes is to provide training for newly assigned AP teachers in the content of the subject area, in the effective implementation of the AP courses in their schools, and in strategies to prepare students for the AP examination. Proposals must clearly address each of these three areas.

Both a professor and a master teacher will teach each course. The professor must have content expertise and an accurate understanding of the curriculum and examination requirements in AP courses. Preference will be given to professors who have served as table leaders or readers of AP exams for the College Board. The master teacher must have a minimum of five years successful experience in teaching the AP course and a high rate of students scoring three or higher on the most recent administration of the AP exam. The professor and/or master teacher should also have served as a reader of AP examinations for Educational Testing Services and have initiated steps to become a consultant with the College Board.

Entities offering AP Institutes for teacher endorsement purposes that are not seeking funding for the institutes must complete this proposal packet with the exception of the budget information. To be considered for state endorsement, the proposal packet must be submitted at least one month before the institute's first class meets.

The College Board has agreed to endorse grantees following the process outlined in this proposal packet for Advanced Placement® teacher institutes. Institute representatives are strongly encouraged to attend the 2007 AP Summer Institute Directors' Meeting in Atlanta on October 16, 2006. For preparation guidance from the College Board, please contact:

Letishia Seabrook Jones
The College Board Southern Regional Office
3700 Crestwood Parkway, Suite 700
Duluth, Georgia 30096
Telephone 770-225-4000

B. Eligible Applicants

Any of the state's public or private universities are eligible to apply for this grant. In addition, any school district, working in collaboration with a state post-secondary institution may apply.

C. Estimated Available Funds and Maximum Award

The South Carolina General Assembly has allocated funds to the South Carolina Department of Education (SDE) to support the state's Advanced Placement Program. Of these funds, approximately \$200,000 will be distributed on a competitive basis.

D. Grant Funding Period

The budget period is February 15, 2007–June 30, 2007 or July 1, 2007–September 30, 2007. Funding of institutes that will be held after July 1, 2007, will depend upon the General Assembly's approval of funding for the Advanced Placement Program.

E. Requirements

1. The grantee will provide an institute for initial training of public school AP teachers.
2. Each institute will award a minimum of three graduate hours to teachers who successfully complete the course requirements.
3. Once the institute has been announced to school districts, the grantee will coordinate all paperwork pertaining to registration. Registration must be based on priority ranking established in conjunction with the State Department of Education (SDE).
4. At the conclusion of the institute, the grantee will provide the SDE a listing of all registrants, their school and home addresses, phone number, social security number, and South Carolina teaching certificate number.
5. The grantee will provide to the SDE a listing of teachers that participated in the institute and their final grades within fifteen days following the end of the institute(s).
6. The grantee will provide to the SDE a course evaluation form completed by each institute participant. The SDE will provide an evaluation form that must be used as part of the course evaluation.
7. The grantee will attend an annual joint meeting of the College Board and the SDE to review policy, procedures, and program updates.
8. The grantee will agree to allow access for site visits to the College Board and the SDE, or their designees.

F. Review and Approval Process

In the case where only one proposal is submitted for a specific content area, the proposal will be reviewed and approved by the SDE program coordinator and College Board representative. If more than one proposal is received for a specific course, a panel of three readers will read all proposals for that course.

The one proposal in each subject area that receives the highest rating will be recommended for funding. The SDE reserves the right not to recommend a proposal merely because it is the sole solicitation in that subject area if it does not adequately meet all criteria.

The SDE may negotiate with the professor to make recommended changes from the review panel.

G. Selection Criteria

Grants will be scored based on the following 100-point system. Only proposals that score at least 80 points will be considered for funding.

Narrative	Points Available
Goals and Measurable Objectives	10
Instructional Approach and Content	70
Evaluation	20
Total Points	100

H. Appeals Process

Scores may not be appealed. An unfunded applicant may inquire as to whether or not the application process was followed. An applicant who has submitted a proposal that fails to be funded by the SDE has five calendar days after receiving notification that the proposal is not funded to request a review of the process. The request for review must be directed to the State Superintendent of Education and must state the reasons for the request. The State Superintendent of Education will ask the appropriate deputy superintendent to review the process. After reviewing the process, the deputy superintendent will notify the applicant in writing as to whether or not the application process was followed. There will be no further appeal of the deputy superintendent's decision.

I. Deadline and Submission Procedures

1. Only complete application packets will be reviewed or considered for funding.
2. Applications may be hand-delivered, mail-delivered, electronically mailed, or faxed. Electronic submissions may be attached to an e-mail sent to mdrews@ed.sc.gov. All applications must include signatures on all required forms.
3. Applications will not be returned. Please keep a copy for your records.
4. An original and two copies of the application must be submitted. One sent electronically is fine, the original signature pages may follow.
5. The original must contain the original signature (in blue ink) of the authorized representative for the applicant. Stamped signatures will not be accepted.
6. Applications delivered by mail or by hand should not be enclosed in a notebook, binder, or folder.
7. Applications must be received in Room 603-C of the SDE no later than Noon (12:00 p.m.), Monday, November 20, 2006. Postmarks have no bearing with respect to this deadline.
8. Applications should be addressed to:

Marc L. Drews
Coordinator, AP Programs
South Carolina Department of Education
1429 Senate Street, Room 603-C
Columbia, South Carolina 29201

PART II: APPLICATION OVERVIEW, FORMAT, AND INSTRUCTIONS

A. Application overview

Applications must be assembled in this order:

- ☐ Initial Application Cover Page (original signatures in blue ink)
- ☐ Narrative (maximum of two double-spaced pages)
 - ☐ Goals and Measurable Objectives
 - ☐ Instructional Approach and Content
 - ☐ Evaluation
- ☐ Course Syllabus, summarizing the course content addressed in each of the class meetings as well as the participant activities and requirements. The syllabus must address core content related to the discipline, instructional strategies for teaching the AP course, and the preparation of students to successfully write the four-page AP examination.
- ☐ Vita of Professor and of Master Teacher, including their qualifications as they relate to experience with, and understanding of, the AP program (maximum of two pages per person).
- ☐ Budget Summary Form
- ☐ Budget Narrative
- ☐ Required Forms
 - ☐ Assurances
 - ☐ Terms and Conditions

B. Application Narrative Format

Carefully adhere to font, format, page limit, and organizational requirements. Each section must be clearly identified. Sections may not be combined.

Length of Narrative:	Maximum of 2 pages for the narrative only. This page limit excludes the cover page, budget forms, and required forms.
Required Font/Font Size:	Times New Roman or Arial/Size 12
Margins:	1" on all sides
Page Numbers:	Bottom right
Spacing:	Double spacing throughout narrative. Charts and tables may be single-spaced.

C. Application Instructions

1. Applicant Narrative Content

(a) Goals and Measurable Objectives (Maximum of 10 points available)

- Explain the *purpose(s)* of the proposed initiative. You may include a short-term and a long-term purpose(s).
- Establish and Define clearly measurable objectives for the proposed course.

(b) Instructional Approach and Content (Maximum of 70 points available)

Describe in detail the instructional approach and materials to be used and how this approach is intended to meet proposed objectives.

In this section, you must:

- Describe the role of the Instructors in the Institute,
- Describe how content will be aligned with South Carolina's curriculum standards as well as the College Board's standards,
- Provide a list of all materials and publications participants will receive as support materials in the course and how these materials will be used in the course. Course materials must include the following:
 - AP Course Description book appropriate for the institute,
 - AP Teachers Guide appropriate for the institute,
 - Free-Response Question booklet appropriate for the institute.

(c) Evaluation (20)

In your evaluation design section, describe

- The techniques, methods, and/or instruments for determining the outcomes, effectiveness, impact, changes resulting from this project, and how they relate to the stated objectives;
- How participants will be evaluated and the basis for awarding credit; and
- How participants will evaluate the professor, the master teacher, and the delivery of the course.

Include a copy of any evaluation form that will be completed by teachers enrolled in the institute.

2. Application Budget

The Budget Summary Form and Budget Narrative (included in this application package) should be used to provide an accurate budget for each year of the project. Use the following guidelines when creating and reporting your budget.


- Base your estimate on a maximum of 25 participants or provide justification for a lower enrollment.
- Use a maximum of \$2,500 for the master teacher's salary.
- If room and board are not paid, you may include daily travel for the master teacher.

- Enter contract course rate in the contractual/purchased services column. Contract course rate should not exceed \$5,000.
- Provide an itemized listing and cost for all materials and supplies. Proposals will not be reviewed if an itemized listing is not provided. Supplies and materials may not exceed \$350 per participant
- This program does not provide indirect charges.
- Do not add other non-allowable expenditures, including travel for participants, room and board for participants, college/university application fees, or medical, recreational, parking, or other fees.

D. Reviewers' Scoring Rubric

Reviewer's Scoring Rubric	
Proposal Narrative	Max. Points
Goals and Measurable Objectives	_____/10
<ul style="list-style-type: none"> The extent to which the application clearly identifies and explains the proposed program purpose(s). The extent to which the objectives are clear, measurable, specific, time-specific, and achievable. 	
Instructional Approach and Content	_____/70
<ul style="list-style-type: none"> The extent to which the included syllabus clearly summarizes the course content addressed in each of the class meetings as well as the participant activities and requirements. The syllabus must address core content related to the discipline, instructional strategies for teaching the AP course, and the preparation of students to successfully complete the course of study, including the AP examination; The extent to which the application explains the alignment of the course with the College Board's Advanced Placement course, including the use of AP Central® and AP Potential®, and the AP course audit; The extent to which the application identifies appropriate and specific strategies and activities and shows how they are intended to advance teacher and student learning and achieve program objectives; The extent to which the instructional approach is clearly described and explains how the approach will establish progress toward meeting performance measures; The application clearly identifies the materials to be used; The extent to which the materials and publications to be provided to all participants are suitable; The extent to which the attached curriculum vitae for the professor and master teacher address unique qualifications and experience regarding Advanced Placement education and courses. 	
Evaluation	_____/20
<ul style="list-style-type: none"> The application includes a copy of any evaluation form that will be completed by teachers enrolled in the institute. The extent to which the application describes how participants will evaluate the professor, the master teacher, and the delivery of the course. 	
Total Number of Points	_____/100
Budget	0
<ul style="list-style-type: none"> The extent to which the resources are adequate for accomplishing the stated objectives and are appropriate for the proposed activities. The extent to which all costs, particularly those associated with personnel and equipment, are reasonable and appropriate given the nature and scope of the project. The extent to which applicants ensure that the per-pupil cost is reasonable. 	

Reviewer comments:

	<p>South Carolina Department of Education Advanced Placement Teacher Institutes FY07</p> <p style="text-align: center;">Cover Page</p>	<p>FOR SDE USE ONLY</p> <p>Date Received: _____</p> <p>Received By: _____</p>
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INITIAL APPLICATION COVER PAGE

Applicant Information

Name of Applicant Institution	
Federal ID Number	

Contact Information

Contact Name			
Contact Person's Title			
E-mail Address			
Office Telephone		Fax	
Mailing Address			
City, State, Zip Code			

Proposed Course Information


AP Subject Area			
Course Number and Title			
Total Graduate Credit Hours		Course Meeting Dates	
Class Time(s)			
Name of Professor			
Mailing Address			
Office Telephone		E-mail address	
Last Taught an AP Institute	Year	Last served as AP reader	Year
Name of Master Teacher			
High School/District			
Office Telephone		E-mail address	
Mailing Address			
Last Taught an AP Institute	Year	Last served as AP reader	Year

Funding Period

From: _____	To _____	Funding Requested: \$ _____
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Certification: I hereby certify that the information, budget, and data contained in this application are true and correct. The applicant's governing body has authorized this application and document, and the applicant will comply with all requirements, including the terms and assurances, if the grant is awarded.

Signature of Project Director	Date	Signature of Authorized Agent	Date
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	<p style="text-align: center;">South Carolina Department of Education Advanced Placement Teacher Institute FY07</p> <p style="text-align: center;">Budget Form</p>
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BUDGET SUMMARY FORM

Name of Applicant	
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BUDGET CATEGORIES					
Object Class	Federal	State *	Other *	Other *	Total
Personnel (Salaries)					
Fringe Benefits					
Travel (Purchased Services)					
Contractual (Purchased Services)					
Supplies & Materials					
TOTALS	\$	\$	\$	\$	\$



South Carolina Department of Education
Advanced Placement Teacher Institute
FY07

Budget Narrative

BUDGET NARRATIVE FORM

Name of Applicant _____

Object Class	Total
Personnel (Salaries)	
Master teacher salary (\$2,500 maximum)	
Fringe Benefits	
Travel (Purchased Services)	
Travel for master teacher (State rate of .445/mile)---indicate miles	
Contractual (Purchased Services)	
Tuition credit cost/hour of contract course (\$5000 maximum) This includes the cost for instructor's salary/benefits.	
Supplies & Materials (Applications must attach an Itemized list)	
Materials/publications (\$350 maximum each participant; maximum number of participants is 25). Include the cost breakdown in the table below.	
Other	
TOTAL	\$

Itemized List of Supplies and Materials (including Publications)

You may insert rows as needed.

Item	Price Per Unit	Quantity	Total
Total (not to exceed \$350 per participant)			

ASSURANCES

As the duly authorized representative of _____ ,
I certify that this applicant _____ (Please print or type name of applicant.)

- A. Has the legal authority to apply for state assistance and the institutional, managerial, and financial capability (including funds sufficient to pay the nonstate share of project costs) to ensure proper planning, management, and completion of the project described in this application.
- B. Will give the State Department of Education (SDE) access to and the right to examine all records, books, papers, or documents related to this award and will establish a proper accounting system in accordance with generally accepted accounting principles or agency directives.

The applicant's accounting system must include sufficient internal controls, a clear audit trail, and written cost-allocation procedures as necessary. Financial management systems must be capable of distinguishing expenditures that are attributable to this grant from those that are not attributable to this grant. This system must be able to identify costs by programmatic year and by budget line item and to differentiate among direct, indirect, and administrative costs. In addition, the grantee must maintain adequate supporting documents for the expenditures (federal and nonfederal) and in-kind contributions, if any, that it makes under this grant. Costs must be shown in books or records (e.g., disbursements ledger, journal, payroll register) and must be supported by a source document such as a receipt, travel voucher, invoice, bill, or in-kind voucher.

- C. Will approve all expenditures, document receipt of goods and services, and record payments on the applicant's accounting records prior to submission of reimbursement claims to the SDE for costs related to this grant.
- D. Will initiate and complete work within the applicable time frame after receipt of approval by the SDE.
- E. Will not discriminate against any employee or applicant for employment because of race, color, religion, age, sex, national origin, or disability. The grantee will take affirmative action to ensure that applicants for employment and the employees are treated during the period of their employment without regard to their race, color, religion, age, sex, national origin, or disability.
- F. Will comply with the Ethics, Government Accountability, and Campaign Reform Act (S.C. Code Ann. § 2-17-10 et seq. and § 8-13-100 et seq. (Supp. 2005)).
- G. Will comply with the Drug Free Workplace Act (S.C. Code Ann. § 44-107-10 et seq. (Supp. 2005)) if the amount of this award is \$50,000 or more.

Signature of authorized official

Date

Signature of authorized financial official

Date

TERMS AND CONDITIONS
(Page 1 of 2)

- A. **Completeness of Proposal.** All proposals should be complete and carefully worded and must contain all of the information requested by the State Department of Education (SDE). If you do not believe a section applies to your proposal, please indicate that fact.
- B. **Termination.** The SDE reserves the right to reject any and all applications and to refuse to grant monies under this solicitation. After it has been awarded, the SDE may terminate a grant by giving the grantee written notice of termination. In the event of a termination after award, the SDE shall reimburse the grantee for expenses incurred up to the notification of termination. In addition, this grant may be terminated by the SDE if the grantee fails to perform as promised in its proposal.
- C. **Travel Costs.** Travel costs, if allowed under this solicitation, must comply with the state of South Carolina travel regulations.
- D. **Honoraria.** Amounts paid in honoraria, if allowed under this grant, must be consistent with SDE policies. You should check with the program office before budgeting for honoraria.
- E. **Obligation of Grant Funds.** Grant funds may not be obligated prior to the effective date or subsequent to the termination date of the grant period. No obligations are allowed after the end of the grant period, and the final request for payment must be submitted no later than thirty (30) days after the end of the grant period.
- F. **Use of Grant Funds.** Funds awarded are to be expended only for purposes and activities covered by the project plan and budget.
- G. **Copyright.** The grantee is free to copyright any books, publications, or other copyrightable materials developed in the course of this grant. However, the SDE reserves a royalty-free, nonexclusive, and irrevocable license to reproduce, publish, or otherwise use, and to authorize others to use, the copyrighted work developed under this grant.
- H. **Documentation.** The grantee must provide for accurate and timely recording of receipts and expenditures. The grantee's accounting system should distinguish receipts and expenditures attributable to each grant.
- I. **Reports.** The grantee shall submit a final financial report within thirty (30) days of the final disbursement. This report should be a final accounting of the grant. It may be submitted in either narrative or spreadsheet form.

Terms and Conditions
(Page 2 of 2)

J. Audits

- Entities expending \$500,000 or more in federal awards:

Entities that expend \$500,000 or more in federal awards during the fiscal year are required to have an audit performed in accordance with the provisions of Office of Management and Budget (OMB) Circular No. A-133, *Audits of States, Local Governments, and Non-Profit Organizations*. The submission deadline for A-133 audits is nine months after the entity's fiscal year-end. A grantee that passes through funds to subrecipients has the responsibility of ensuring that federal awards are used for authorized purposes in compliance with federal program laws, federal and state regulations, and grant agreements. The director of the OMB, who will review this amount every two years, has the option of revising the threshold upward.

- Entities expending less than \$500,000 in federal awards:

Entities that expend less than \$500,000 in a fiscal year in federal awards are exempt from the audit requirements in the Single Audit Act and Circular A-133. However, such entities are not exempt from other federal requirements (including those to maintain records) concerning federal awards provided to the entity. The entity's records must be available for review or audit by the SDE and appropriate officials of federal agencies, pass-through entities, and the General Accounting Office (GAO).

K. Records. The grantee shall retain grant records, including financial records and supporting documentation, for a minimum of three (3) years after the termination date of the grant.

L. Reduction in Budgets and Negotiations. The SDE reserves the right to negotiate budgets with potential grantees. The SDE may, in its sole discretion, determine that a proposed budget is excessive and may negotiate a lower budget with the potential grantee. The grantee may at that time negotiate or withdraw its proposal. In addition, the SDE may desire to fund a project but not at the level proposed. In that case the SDE shall notify the potential grantee of the amount that can be funded, and the grantee and the SDE shall negotiate a modification in the proposal to accommodate the lower budget. All final decisions are that of the SDE.

M. Amendments to Grants. Amendments are permitted upon the mutual agreement of the parties and will become effective when specified in writing and signed by both parties.

Signature of authorized official

Date

Signature of authorized financial official

Date